



April 2019

Dear Parents

In conducting examinations schools are required to adhere to The Joint Council for Qualifications (JCQ) General Regulations. The 2018/19 regulations state that schools must inform candidates of their centre assessed marks for coursework, controlled assessments and non-examination assessments as students will be allowed to request a review of the marking before marks are submitted to the awarding body.

The Royal Grammar School is working with a number of other schools to implement this requirement. I attach a copy of the **Review of Centre Assessed Marking Policy** which explains how RGS will work collaboratively with other local grammar schools to ensure reviews are conducted fairly by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the outcome of the review.

A review of marking is not a remark, but a review of the process to ensure that the mark scheme and marking procedure were followed correctly. As with appeals to exam boards, marks will only be changed where the original mark could not reasonably have been given or where markers have exercised their academic judgement in an unreasonable way.

It is important to stress that marks may go down as well as up or stay the same under review. If a mark goes down, there is no further appeal that can be made before marks are submitted to the exam boards. A charge of £50 will be levied to cover the administration and staffing costs of the marking review. This is in line with the charge made by exam boards for priority reviews of marking.

If your son is concerned at the mark they have been awarded for a piece of coursework or controlled assessment, we strongly recommend they speak first to their teacher or the Subject Leader for clarification. If, having sought advice, they wish to proceed with a review of marking, please complete the **Review Request Form** and return it, with the appropriate fee, to our Exams Officer by 4pm on Thursday May 2<sup>nd</sup> (or 4pm on Monday 20<sup>th</sup> May for Art).

If you have any further questions about the review of marking process, please do not hesitate to get in touch.

Kind regards,

James Eve  
Assistant Head